

Arbor Ridge Homeowners Association

c/oThe Management Group, Inc.
15350 SW Sequoia Parkway, Suite 200
Portland, OR 97224
Phone: (503) 858-1094
Fax: (503) 598-0554

September 25, 2013

Dear Homeowners:

The Annual Meeting has been scheduled for Tuesday, October 22, 2013 at 6:30 p.m. and will be held at the Bethany Elementary School located at 3305 NW 174th Avenue, Portland, OR 97229. Registration will begin at 6:00 p.m.

Enclosed, please find documentation for the 2013 Annual Meeting. It is important that all homeowners read this thoroughly.

Oregon State law requires an Annual Meeting to make quorum each year. It is important to remember that, without your vote, the Association may incur extra costs associated with scheduling an additional meeting to achieve quorum and have an election. The best way to make quorum is your attendance or proxy submission. Please kindly take the time to return your proxy and/or attend the meeting to vote directly.

1. 2013 Annual Meeting Agenda
2. Official Proxy – Please complete and return in the enclosed self-addressed return envelope. *It is requested that all Owners submit their proxy even if they plan on attending the meeting in order to establish a quorum prior to the meeting.*
3. Solicitation for Board Member Volunteers
4. 2014 Budget

Your name will be placed in a drawing to receive:

Visa Gift Card – \$250.00
Safeway Gift Card – \$100.00
Starbucks Gift Card – \$50.00

If you have any questions with regards to the enclosed documents, please contact me at the number above.

Sincerely,

Lynda DuLong
Community Manager

Arbor Ridge Homeowners Association Annual Meeting

ALL OWNERS ARE HEREBY NOTIFIED

THE ANNUAL MEETING OF THE
ARBOR RIDGE HOMEOWNERS ASSOCIATION IS CALLED AS FOLLOWS:

DATE: Tuesday, October 22, 2013
TIME: 6:30 p.m.
PLACE: Bethany Elementary School Cafeteria
3305 NW 174th Avenue
Portland, OR 97229

Registration will begin promptly at 6:00 p.m.

AGENDA

- I. CALL TO ORDER
- II. PROOF OF NOTICE OF MEETING
- III. ESTABLISHMENT OF QUORUM
- IV. APPROVAL OF ANNUAL MEETING MINUTES
- V. PRESIDENT'S REPORT
- VI. NEW BUSINESS
 1. Review of Approved 2014 Budget
 2. Nominations from the floor
 3. Election of Board Members
- VII. ADJOURNMENT

Pursuant to ORS 94.655, if a quorum is not achieved for the Annual Meeting scheduled at 6:30 p.m., the Board of Directors will adjourn the meeting to be rescheduled and convened no sooner than 48 hours after October 22, 2013. The location and the date of the rescheduled meeting will be announced at the adjourned October 22 meeting. The quorum requirement will reduce to 20% of the voting membership who can be present in person or by proxy.

PROXY

ARBOR RIDGE HOMEOWNERS ASSOCIATION

I/We, the undersigned, do hereby attest that I/We are the Owner(s) of:

(Name)

(Address)

at ARBOR RIDGE HOMEOWNERS ASSOCIATION and I/We do hereby appoint the following proxy, which will only be valid for the 2013 ANNUAL MEETING and any lawful adjournments thereof.

I/We understand that if I/We present myself/ourselves at the registration desk at the meeting and sign the roster, that this proxy shall be rendered null and void and will be returned to me/us. I/We further understand that this proxy is not transferable.

CHECK ONE BOX ONLY

- The Chairman of the Board as my/our proxy for the purpose of establishing a quorum ONLY.
- The Chairman of the Board and the Board of Directors as my/our true and lawful attorney to vote as my/our proxy.
- _____ as my/our true and lawful attorney to vote as my/our proxy.

(The person appointed must be present at the meeting in order to vote.)

IN WITNESS WHEREOF, I/We have executed this proxy on this _____
day of _____, 2013.

IT IS VERY IMPORTANT TO YOUR ASSOCIATION THAT YOU SEND IN YOUR PROXY, EVEN IF YOU PLAN ON ATTENDING THE MEETING. IF YOU ATTEND, YOUR PROXY WILL BECOME VOID, BUT IN THE EVENT YOU ARE NOT ABLE TO ATTEND, BUSINESS CAN STILL BE CONDUCTED.

Owner's Name (printed)

Signature of Owner

Signature of Proxy Holder

Arbor Ridge Homeowners Association

Dear Homeowners:

As called for in your Association Bylaws, we are currently seeking three (3) Homeowners to volunteer to serve on the Board of Directors for your community.

If you would like to volunteer for the open Board positions, please fill out and return this form to The Management Group, Inc., 15350 SW Sequoia Parkway, Suite 200, Portland, OR 97224; or fax: (503) 598-0554; or email: lynda.admin@tmgnorthwest.com, no later than Monday, October 21, 2013.

Serving your Association at any level can be both rewarding and educational. The common mission of the Board of Directors is to *preserve, protect and enhance* your investment. If you have any questions regarding the duties or responsibilities of these positions, please contact me at (503) 858-1094. Thank you for your interest, participation, and for supporting your Association.

Sincerely,

Lynda DuLong
Community Manager

Arbor Ridge Homeowners Association

Thank you for volunteering to serve on the Board of Directors

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: Home _____ Work _____

Have you volunteered for anything for your Association in the past? Yes No

If yes, what was it for? _____

Do you have any special skills that will assist your Association? _____

What are some of your goals for your Association? _____

Have you served on the Board of any other organization in the past? _____

If so, what type of organization? _____

Arbor Ridge PUD Homeowners Association

2014 Budget

	2013	2014
REVENUES		
3110 Assessment Income - Master	\$142,500.00	\$148,460.00
TOTAL REVENUES	<u>\$142,500.00</u>	<u>\$142,500.00</u>
 MAINT/REPAIRS		
4100 Common Area Maintenance & Repair	\$560.00	\$2,000.00
4160 Landscaping Maintenance	\$30,000.00	\$30,000.00
4164 Plant Replacement	\$500.00	\$500.00
4166 Seasonal Color	\$300.00	\$300.00
4167 Tree Pruning	\$400.00	\$400.00
4172 Landscape - other	\$3,000.00	\$1,000.00
4173 Backflow Device Testing	\$490.00	\$330.00
4175 Sprinkler System Repair	\$4,000.00	\$4,000.00
4188 Wetlands Maintenance	\$100.00	\$190.00
4197 Contingency	\$1,000.00	\$3,500.00
TOTAL MAINT/REPAIRS	<u>\$40,350.00</u>	<u>\$42,220.00</u>
 OPERATING EXP		
4550 Management Fees	\$34,000	\$34,000.00
4555 Compliance (property visits)	\$3,000	\$2,500.00
4755 Bad Debt	\$2,000	\$500.00
4575 Lien Filing	\$1,000	\$1,000.00
4625 Insurance	\$4,000	\$4,503.00
4630 Legal	\$2,000	\$1,000.00
4660 Bank Fee	\$84	\$84.00
4631 Accounting/Audit	\$2,500	\$2,500.00
4633 Tax Return Preparation	\$400	\$215.00
4635 Reserve Study	\$950	\$450.00
4670 Reserve Transfer	\$28,320	\$30,438.00
4710 Office Supplies	\$4,500	\$5,000.00
4713 Income Tax Expense	\$150	\$0.00
4714 Community Function Expense	\$1,000	\$1,500.00
4750 Licenses and Fees	\$50	\$50.00
4830 Electricity	\$445	\$500.00
4852 Water	\$20,500	\$22,000.00
TOTAL OPERATING EXP	<u>\$104,899</u>	<u>\$106,240.00</u>
Total Expenses:	\$145,249.00	\$148,460.00
Total per month	\$12,104.08	\$12,371.67
Annual Assessment (\$10.00 increase)	\$250.00	\$260.00
EFFECTIVE 01-01-14		

Arbor Ridge Cottage Collection Homeowners Association

2014 Budget

	2013	2014
REVENUES		
3110 Assessment Income - Master	\$137,712.00	\$140,732.00
Interest Income		
Late Fee		
Other Income		
TOTAL REVENUES	\$137,712.00	\$137,712.00
MAINT/REPAIRS		
4160 Landscaping Maintenance	\$87,000.00	\$87,000.00
4172 Landscape Other	\$2,095.00	\$2,090.00
4173 Backflow Device Testing	\$150.00	\$135.00
4175 Irrigation Repair	\$10,000.00	\$9,500.00
4100 Common Area Maintenance	\$500.00	\$500.00
4197 Contingency	\$3,000.00	\$3,000.00
	\$102,745.00	\$102,225.00
OPERATING EXP		
4755 Bad Debt	\$0.00	\$0.00
4670 Reserve Transfer	\$14,967.00	\$18,422.00
4635 Reserve Study & Maint Plan	\$500.00	\$500.00
4710 Office Supplies	\$1,500.00	\$1,500.00
4852 Water	\$18,000.00	\$18,000.00
4660 Bank Fees	\$0.00	\$85.00
	\$34,967.00	\$38,507.00
Total Expenses:	\$137,712.00	\$140,732.00
January Assessment	\$228.00	\$233.00
July Assessment	\$228.00	\$233.00
Annual Assessment (\$10.00 increase)	\$456.00	\$466.00
EFFECTIVE 01-01-14		